Civics 101

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Mission

- Maximize individual potential
- Expand organizational capacity
- Position SMC as an employer of choice
Values

CUSTOMER SERVICE

TEAMWORK

ETHICS

DIVERSITY, EQUITY & INCLUSION

EMPLOYEE DEVELOPMENT

COMMUNICATION TRANSPARENCY

EMPLOYEE WELLNESS

MODEL LEADERSHIP

INNOVATION
Services

Talent Acquisition
Employee & Labor Relations
Equal Employment Opportunity
HR Info Management
Employee Benefits & Wellness
Learning & Development
Organizational Development
Risk Management/Procurement-Mail Services

Support for Commissions
• Civil Service Commission
• Domestic Violence Council
• Commission on the Status of Women
• Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Commission
We have a merit system.

We recruit and hire employees on the basis of their merit or ability to perform the job. The process is fair and equitable so everyone has an opportunity to compete for a position.

We conduct several types of exams to find the most qualified candidates.

The “Interview” is our most common exam.
Key Initiatives

▪ Recruitments & Retention
▪ DEIB, Anchor Institute in Staffing & Procurement
▪ Succession Management
▪ Employee Engagement
▪ Wellness Programs
County of San Mateo
Workforce Demographics

- 6,500+ County employees
- Types of Employment:
  Regular, Term, Extra Help, Fellowships
- Workforce in Gen Y (millennials): 40%
- Recruitments: 500+
- Annual New Hires: 230+
- Turnover Rate: 7%
County of San Mateo
Employer of Choice

Location
Innovation
Employee Wellness
Employee Development
Performance
What County employees are saying....

75% would recommend the County as a GREAT place to work

93% indicate that their work contributes to their ability to serve the community
Applying for County Employment:

KEY THINGS TO KNOW
Create an account at GovernmentJobs.com
Job Interest Card Notification

Get Job Notifications!
Sign up to receive an email notification when a recruitment opens in your preferred categories.

Resources
- County Website
- HR Department Website
- All Jobs
- Job Interest Card

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# Types of County Positions

## Regular
- Employees engaged in high-risk fields, policy development, or critical decision making.
- Full benefits, with defined benefit pension. Specific criteria for designation as a Regular employee must be met.
- Example: Social Worker in Child Protective Services

## Term
- Limited term employees assigned to work of a limited duration or in areas of high turrit and expertise in a particular field assigned to work that is concentrated around central projects and initiatives.
- Salary and benefits package similar to Regular except with a defined contribution retirement plan.
- Example: Term HR Technician to augment/backfill new resource requirements.

## Fellows
- Limited term employees with a postgraduate degree or an expertise in a particular field assigned to work that is concentrated around central projects and initiatives.
- Salary and benefits package similar to Regular except with a defined contribution retirement plan.
- Example: Parks Dept. Fellow to work on implementing new data systems.

## Extra-Help
- Short-term assignments for new and/or experiences individuals that are not expecting to last more than a year.
- Salary based on hourly rate. Health benefits offered to those extra-help employees who work 30 hours or more per week.
- Example: Extra-Help Office Assistant to backfill for regular employee on leave.

## Interns
- Short-term assignments for individuals new or re-entering the workforce. Work is ideally project-based and contains a learning component.
- Salary based on hourly rate. Health benefits offered to those extra-help employees who work 30 hours or more per week.
- Example: Health System Intern who assists in emergency preparedness development and planning.

## Contractors
- Community-based organizations, independent contractors, or freelancers performing unique, specialized and/or time sensitive work onsite or virtually.
- Contracted rates according to schedule and agreement, including performance-based milestones and objectives.
- Example: Contractor for landscape maintenance at outlying County facilities.

## Volunteers
- Individuals providing seasonal to year-round services involving work that is not budgeted.
- Work provides no monetary compensation, involves low financial or legal risks, and does not replace existing staff.
- Example: Parks Volunteers who assist in trail maintenance, visitor center support, etc.

## Self-Help
- Convenient web-based and/or mobile app based services that improve the connectivity of the public to services they need.
- Focused on helping people help themselves through on demand services.
- Example: Library self-check in/out, Tax Collector’s Live Chat

## Shared Services
- Staff, real estate, equipment, or organizational resources shared with local municipalities, nonprofits, JPA’s, and school districts to increase service efficiency and reduce costs.
- Focused on eliminating service redundancies and taking advantage of economies of scale.
- Example: Regional Training and Development Consortium for Public Agencies
Recruitment and Selection

Recruitment and Selection provides innovative, responsive, fair and consistent recruitment, and selection services to County departments, employees and job applicants to ensure the County employs a qualified and diverse workforce that delivers essential services to the public.

Application Screening
Application screening is the review and evaluation of applications.... View more »

Applying for a job: Where to Look
The Human Resources Department only accepts applications for jobs that are currently open. To find out which jobs are currently open, visit http://jobs.smcgov.org. The Jobs website is in operation 24 hours a day, seven days a week and is updated every Thursday night.... View more »

Assessment Center
An assessment center has often been defined as a variety of testing techniques designed to allow candidates to demonstrate, under standardized conditions, the skills and abilities that are most essent.... View more »

Conviction Information for Applicants – FAQs
Effective December 2017, the County of San Mateo has modified its application process to comply with Assembly Bill 1008 (AB 1008).... View more »

Dear Applicants
Thank you for your interest in career opportunities with San Mateo County.... View more »

How to Apply for a position
Visit https://jobs.smcgov.org and click on the title of the position you want to apply for and read the position description, qualifications, application deadline, examination dates and other specia.... View more »

Interview Guidelines
Virtual Interview Guide by Abijah Corpuz Please follow these guidelines for your interview. All education/experience/qualifications that you want.... View more »

Job Descriptions
A list of all job classifications in San Mateo County. You can register your contact information to be notified when a recruitment opens for a position you are interested in.... View more »

Note to Applicants with Disabilities
If you have a disability that qualifies under the Americans with Disabilities Act or the California Fair Employment and Housing Act and you require special testing arrangements due to a qual.... View more »
Innovation in Recruitment

- **Pilot Projects**
  - Supplemental Questions
  - Testing Requirements
  - Civil Service Rules

- **Spotlight Series**
  - Employee Spotlights
  - Leadership Spotlights
  - Team Spotlights
  - Job Spotlights

- **Speaker Series**
  - Opportunity to engage with Executive Leadership and Staff

- **Learning Opportunities**
  - Recruitment Process
  - Applying for County Jobs
  - Civil Service Interviews

- **Job Fairs**
  - Veterans and Military Fairs
  - Countywide Job Fairs
  - Department Specific Fairs
We are committed to public service.

If you want a meaningful career that makes a difference in your community, then we are your Employer of Choice.
Find us online…

**JOB LISTINGS**
- [http://jobs.smcgov.org](http://jobs.smcgov.org)

**FACEBOOK: County of San Mateo**
- [https://www.facebook.com/CountyofSanMateo](https://www.facebook.com/CountyofSanMateo)

**LINKEDIN: County of San Mateo**
- [https://www.linkedin.com/company/county-of-san-mateo/careers](https://www.linkedin.com/company/county-of-san-mateo/careers)
Thank you!

Questions?